

**Board of County Commissioners
Leon County, Florida**

Policy No. 02 - 6

Title: County Community Service Facilities

Date Adopted: July 9, 2002

Effective Date: July 9, 2002

Reference: N/A

Policy Superseded: Policy No. 79-8, "County Community Service Facility," adopted September 25, 1979; Policy No. 92-10 amended 10/27/92; and Policy No. 94-3, amended April 26, 1994

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that:

Policy No. 94-3, amended April 26, 1994, is hereby repealed and superseded, and a new policy is hereby adopted in its place, to wit:

1. Each and every County Community Service Facility, hereinafter referred to as "Center," shall be operated for the primary purpose of making the center available to civic, fraternal, governmental, religious, political and charitable groups and organizations. It is not the purpose of the County to make the center available to any person, group of persons, or organizations for personal gain or private profit. The net proceeds from any and all fees or assessments shall be used for some recognized community purpose or project or for the use and benefit of an organization recognized as carrying on worthy community projects.
2. The Board of County Commissioners of Leon County, Florida, shall establish a Board of Directors for each center and designate such Board as the County's Agent to be in charge of the operation of the center. The directors shall serve at the pleasure of the Board of County Commissioners; shall have only those duties and responsibilities set forth herein; and shall comply with the provisions of Board of County Commissioners Policy No. 93-48, "Volunteer Boards and Committees."
3. All requests for use of the center shall be directed to the Board of Directors, which Board shall make the center available on an equal basis to all persons, groups and organizations desiring use of the same, with no regard as to race, color, national origin, religion, sex, age or political affiliation, for the purposes set forth herein.

4. The Board of Directors shall establish operational rules and procedures which shall not be in conflict with any provision contained herein, or in conflict with any provision contained in Board of County Commissioners Policy No. 93-48, "Volunteer Boards and Committees," and which shall facilitate the purpose of the center.
5. The Board of Directors shall establish user fees which shall be sufficient to defray the cost of operation and maintenance of the center. The Board of Directors will be responsible for maintaining the Center in good functional order, clean and presentable.
6. The Board of Directors shall submit annual written "income and expenditure" reports to the Board of County Commissioners of Leon County, Florida, and shall expend any surplus over the cost of operation and maintenance only upon specific approval of the Board of County Commissioners.
7. Any user of the center shall not be allowed to carry on any activity, conduct any business, make any sales, nor allow any activity, business or sales requiring any license or permit unless such license or permit shall have first been obtained or secured.
8. The County shall not be liable for any injuries or damage, or claim therefor. Any user may provide such insurance at the user's own cost and expense.
9. The Board of Directors has the right to refuse rental to any person, group or organization at any time when such rental would be contrary to the public interest or inconsistent with use of said building for governmental, civic or community project purposes.
10. The Board of County Commissioners shall review and approve the rules and procedures established by the Board of Directors and any changes or amendments thereto. No rule or procedure shall be enforced unless it receives prior approval by the Board of County Commissioners of Leon County, Florida.
11. Prior to use of the center by any person, group or organization, an authorized representative of such user shall acknowledge receipt of a copy of the rules and procedures.
12. No center shall be used for any illegal activity. Violators of this provision shall be prosecuted and any person, group or organization convicted of utilizing any center for any illegal activity shall be prohibited from further use of any center.
13. Any modification, renovation, addition or deletion to the centers shall first be approved by the Director of Facilities Management.
14. A list of members of the Board of Directors and a copy of the rules and procedures shall be posted in each center.

15. In the case of the Miccosukee Community Service facility, pursuant to the Deed of Conveyance to Leon County of July 1957, the Board of County Commissioners hereby acknowledges that the Home Demonstration Club of Miccosukee has the primary right to use the Center so long as that use does not conflict with the use of the Center for official County purposes.
16. The Board of County Commissioners of Leon County, Florida shall on a quarterly basis reimburse each Community Center 75% of their actual utility costs.